



Frequently Asked Questions on the 4-10 Work Schedule

1. What is the four day work week Pilot Project?

The Department of Health (DOH) Kinau Hale building is implementing a 4-day work week pilot project for a 2 month period, beginning Oct. 13 and ending Dec. 5. Under this pilot project, employees will change to a "4-10" work schedule (work four 10-hour days and take Friday off.)

2. What other departments are involved in the pilot project?

The Department of Human Resources Development (DHRD) started the pilot project on Aug. 4 and is scheduled to conclude on Oct. 31. The DHRD project comprises 111 employees, and feedback has remained positive.

3. What are the objectives of the 4-10 pilot project?

The Lingle-Aiona Administration launched the pilot project to explore the potential of decreasing expenses, including electricity costs, and reducing traffic congestion. In addition, the shift in state government operating hours could help improve the quality of life for employees by providing an opportunity for them to balance work and family needs.

Specifically, the DOH pilot program seeks:

1. To test 4-day work week concept and identify/resolve human resources related issues
2. To improve efficiency and save energy costs for the state and the taxpaying public
3. To save fuel costs for the employees
4. To reduce traffic congestion
5. To provide employees with the opportunity to balance work and family needs
6. To test telework concepts
7. To evaluate impact on customer service
8. To evaluate ability to continue vital record services during emergencies

4. What are the new office hours?

General Business Hours: 7:15 a.m. to 6:00 p.m., Monday through Thursday

Vital Records Office Public Hours, Monday through Thursday:

7:30 a.m. to 4:00 p.m. for birth, death and marriage certificate certified copies

7:00 a.m. to 5:00 p.m. for marriage licenses

Fridays, Weekends and Holidays: Closed but certain services will be handled by staff and agents on an as needed basis

5. Is it possible to request birth and marriage certificates online?

Yes. The public can obtain certified copies of birth and marriage certificates on a limited basis online at www.ehawaii.gov/ohsm.

6. How will energy consumption and cost decrease?

Air conditioning for Kinau Hale will be shut down on Friday and Monday through Thursday before 6:45 a.m. and after 6:00 p.m. For employees that must come to work at Kinau Hale on Fridays, efforts are being made to limit electrical use.

7. Why is the start time 7:15 a.m. instead of 7:00 a.m.?

The 7:15 a.m. start time was based on the needs of the public. Starting at 7:15 a.m. would allow for a later time to end the workday as it appears the public prefers to seek services at the end of the day rather than in the morning.

8. What happens for weeks with holidays?

If a holiday falls on Monday, Tuesday, Wednesday or Thursday, employee will take off on the holiday and Friday and work 32 hours during the week.

9. What process was taken to accommodate employees with perceived challenges?

Employees were asked to complete a Perceived Challenges Form and propose possible solutions. Administrators worked with employees and supervisors to agree upon accommodations and make the final decision.

10. Will employees receive overtime pay since they are working over eight (8) hours a day or will they get an extra break for working longer hours?

No. The temporary transition from 8 hours a day, five days a week to 10 hours a day, four days a week will reflect accordingly longer hours from Monday through Thursday, and allow for a 3-day weekend.

11. After the two month pilot project, will Kinau Hale revert back to work 8 hours a day, 5 days a week?

Data collected during the pilot project will be one of the factors used to determine the course of action. The 4-day work week pilot project is scheduled to end Dec. 5.